



ACCESSIBILITY PLAN

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Introduction

PictureNL recognizes the importance of accessibility in our organization, in ensuring that everyone can fully engage with our programs and services. Having a clear plan that outlines our advancements to date, our accessibility goals and how we will promote our accessibility efforts is key in fostering an inclusive and accessible environment for all individuals. This document outlines how PictureNL aims to achieve a more accessible organization in both PictureNL's operations and programs.

Advancements to Date

- Commitment for all offsite PictureNL events and programming to take place in accessible venues.
- Provide alternative accessible meeting venues for clients to allow easier access for people with mobility issues.

Accessibility Goals

- Incorporating usage of plain language in documents to ensure documents are easy to read and understand.
- Launching an accessible website following international web accessibility standards.
- Include additional accessibility features on digital platforms such as compatibility with screen readers, keyboard navigation, alternative text for images, and captioning for videos.
- Provide language and communication support such as text-to-speech converters and multilingual support.

- Remove cultural restrictions such as language barriers for non-English speakers.
- Providing adjustable desks and workstations to accommodate all individuals.
- Displaying a floor plan and site plan for PictureNL offices

Promoting Accessibility Awareness

- Increasing awareness by creating and distributing newsletters, through website and social media.
- Communicating with people in the work environment to promote awareness.
- Create an accessibility community within the workplace.
- Setting up a webpage on the website regarding awareness.
- Promoting accessibility awareness using social media.
- Organize training sessions, workshops, webinars, or events to educate the people in the workplace about the importance, benefits, and challenges of accessibility.
- Incorporating accessibility considerations into company policies and procedures, such as hiring, training, and accommodations for employees with disabilities.
- Collaborating with disability advocacy organizations and community groups to raise awareness and promote best practices for accessibility in the workplace.
- Offering flexible work arrangements, such as telecommuting and adjustable work schedules, to accommodate the needs of individuals with disabilities.

- Conducting regular accessibility audits and assessments to identify and address any barriers to accessibility in the workplace.
- Encouraging open dialogue and feedback from employees and clients about accessibility issues and providing opportunities for them to be involved in creating a more inclusive work environment.

Glossary of Terms

Accessibility Act

The provincial law enacted to achieve accessibility by preventing and removing barriers for people with disabilities. The **Accessibility Act** defines the role and responsibilities of the Disability Policy Office and the Accessibility Standards Advisory Board, and addresses standards, compliance, and enforcement.

Accessibility plan

A plan developed to address the prevention, identification and removal of barriers in the policies, programs, practices, and services of a public body.

Accessibility Standard

Accessibility standards establish clear, specific, and achievable goals to identify, prevent and remove barriers. Each standard will be introduced in stages with a timeline for implementation. The timelines and standards would consider all sectors such as government, business, municipalities, and community organizations.

Accommodation

Any technical aid or device, personal support or disability-related support or other accommodation a person may require. This can include, but is not limited to: accessible meeting rooms, accessible formats such as Braille and plain language; mobility support to attend a meeting; and, sign language interpreters, captioning or ensuring space has sensory sensitive features.

Barrier

Something that makes it harder for people to participate. The **Accessibility Act** defines a barrier as “anything that prevents a person with a disability from fully participating in society, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, or a barrier established or perpetrated by an Act, regulations, a policy, or a practice.”

Disability

As defined in **Accessibility Act**: “disability includes a physical, mental, intellectual, cognitive, learning, communication or sensory impairment or a functional limitation that is permanent, temporary or episodic in nature, that, in interaction with a barrier, prevents a person from fully participating in society”.

Public Body

As defined in the **Accessibility Act**, public bodies include all provincial government, agencies, boards, commissions and committees, municipalities, public educational institutions and private educational institutions. Part I (o.) of the **Accessibility Act** includes the full list.

Plain language

Clear, conversational communication that makes sense to the intended audience. The goal of plain language is to communicate so clearly that the intended audience can easily find what they need, understand what they need, and use the information.

Alternative Text

A line or a paragraph which is attached to an image or video and narrated upon request. Alternative text is primarily used to remove accessibility barriers assist visually impaired individuals in receiving information related to images.

Tactile Indicators

Textured plates installed into the ground to assist vision impaired pedestrians with orientation and navigation of public spaces.

Newsletter

A periodically sent out email or message that informs the audience of the latest news, tips, or updates related to products or services.

Webinar

An online event where a group of participants listen to a speaker who delivers a presentation or similar by sharing their remote screen.

Advocacy

Public support for or recommendation of a particular cause or policy.

Telecommuting

The practice of working from home, making use of the internet, email, and telephone.

Audit

An official inspection of an individual's or organization's accounts, typically by an independent body.

Statement of Commitment

PictureNL is dedicated to fostering an inclusive and accessible environment for all individuals. We recognize the importance of accessibility in ensuring that everyone can fully engage with our programs and services.

Our Commitment

Inclusive Culture: We commit to promoting a culture of inclusivity within our organization, valuing diversity and respecting the unique needs of all individuals.

Accessible Services: We are committed to providing accessible services to our clients, ensuring that everyone can enjoy and benefit from the experiences we offer.

Continuous Improvement: PictureNL is dedicated to an ongoing process of improvement. We will regularly assess and enhance our accessibility initiatives, incorporating feedback from our community and stakeholders.

Compliance: We will comply with all relevant accessibility laws and standards, keeping informed of any changes and adapting our practices accordingly.

Training and Awareness: Our team members will receive training on accessibility and inclusivity, fostering a deeper understanding of diverse needs and the tools available to meet them.

Technology Accessibility: PictureNL will strive to make our digital platforms, including our website and mobile applications, accessible to all users. We commit to incorporating accessible design principles and staying informed about best practices.

Collaboration: We will actively collaborate with organizations, advocates, and communities to share knowledge and collectively work towards creating a more accessible society.

Accountability: Our leadership team is accountable for the implementation and success of our accessibility plan. We encourage open communication and invite input from our community to hold us accountable.

Review and Update: This Statement of Commitment will be reviewed periodically to ensure its relevance and effectiveness. We remain steadfast in our dedication to accessibility and will make updates as needed.

By making this commitment, PictureNL aims to contribute to a more inclusive world, where everyone can participate fully and without barriers.

Focus Areas

Information and Communication

- Hiring translators and people who know sign language to facilitate communication with clients from various cultural backgrounds and people with disabilities.
- Providing alternative text for images for people with visual or cognitive disabilities.
- Using explicit and descriptive labels for links and buttons to make it easier for people with intellectual disabilities to navigate the website.
- Implying colour contrast in texts and headings to ensure that the content is readable and understandable for all people, regardless of their visual abilities.
- Setting up multiple methods of communication and information transfer.

Accommodations

- Providing flexible work schedules for people of all abilities.
- Creating workspaces suited to needs of people such as adjustable desks, chairs and workstations to remove any inconveniences.

Actions / Outcomes

Responsibilities

- Developing and implementing an accessibility policy that outlines the organization's commitment to accessibility.
- Set clear goals and timelines for improvement of accessibility features.
- Educating and training staff of accessibility best practices.
- Collaborating with community organizations and individuals with disabilities to gather feedback and input on accessibility issues and solutions.
- Advocating for and promoting accessibility within the organization and the community, including participating in public events and awareness campaigns.
- Serving as a point of contact for individuals with disabilities who have accessibility concerns and feedback to share with the organization.
- Keeping up to date with accessibility laws, regulations and best practices to ensure the organization is in compliance with the accessibility act.

Timeline

Accessibility additions relating to the organization can be divided into immediately necessary and ongoing improvements.

Immediate:

- Visible floor plan and site plan for PictureNL offices.
- Provide adjustable workstations.

Ongoing:

- Making accessible website for easy online application.
- Include plain language in text.
- Multilingual communication support.

Monitoring and Evaluating:

- Establish a system for monitoring compliance with accessibility laws and regulations.
- Implement mechanisms for reporting and addressing accessibility concerns or issues in a timely manner.
- Engage in continuous improvement efforts to enhance accessibility and ensure a welcoming environment for all individuals.
- Solicit feedback from employees, clients, and other stakeholders to gauge the impacts of accessibility efforts.

Questions and Complaints:

- Questions and complaints regarding accessibility will be taken seriously to ensure all individuals have equal access to facilities and services.
- Feedback from individuals with disabilities or their advocates is welcomed and encouraged.
- Suggestions for potential accessibility improvements can be considered for implementation by reaching out to the accessibility coordinator.